

CHRIS POINT-OF-CONTACT (POC) ROLES AND RESPONSIBILITIES

(HR, Information Management, Manage Comp, Training, and Workflow)

Human Resources Point of Contact

- Serves as the official HR site representative and liaison on any upgrade efforts and for implementing new modules of CHRIS
- Responsible for disseminating CHRIS-related information, i.e. HR bulletins, and ensuring that local site HR staff is kept apprised of all CHRIS initiatives
- Serves as the official HR site representative to ensure that data integrity issues are resolved (e.g., PAYS & CPDF issues)
- Responsible for responding to special CHRIS-related requests on behalf of their organization.
- Serves as the secondary point of contact for personnel processing questions and concerns from local HR staff
- Receives all information from the CHRIS Corporate staff regarding CHRIS activities
- Responsible for notifying the CHRIS project staff of any changes in access for CHRIS users in the organizational unit
- Assures site participation on Corporate project teams

HR Power User

- Serves as the site's resident expert on using CHRIS.
- Serves as the primary point of contact for personnel processing questions and concerns from local HR staff
- Identifies and communicates any system issues or requirements through the HR POC for Corporate consideration
- Responsible for assisting end users (personnel assistants/specialists) in the operation of the system
- Coordinates the relationship of CHRIS with other local systems or historical sources of personnel data.

Information Management Point of Contact

- Coordinates all information management related activities for implementing new modules of CHRIS and upgrade efforts
- Partners with the HR/TA POC in ensuring a technically sound transition to new modules of CHRIS.
- Should be able to represent the organization on technical matters related to the organization's operating environment, including hardware and communication capabilities.
- Serves as the organization's liaison to the CHRIS Database Administrator on issues related to networking and site connectivity.

HR Power User

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- Serves as the primary point of contact for personnel processing questions and concerns from local HR staff
- Identifies and communicates any system issues or requirements through the HR POC for Corporate consideration
- Responsible for assisting end users (personnel assistants/specialists) in the operation of the system
- Coordinates the relationship of CHRIS with other local systems or historical sources of personnel data.

Manage Competencies (MC) Point of Contact

- Serves as the official MC site representative and liaison on any upgrade efforts
- Disseminates CHRIS-related information, i.e. bulletins, and ensuring that local site MC staff is kept apprised of all CHRIS initiatives and activities
- Receives all information from the CHRIS Corporate staff regarding CHRIS activities
- Serves as the official MC site representative to ensure that data integrity issues are resolved (e.g., nightly refresh issues)
- Responsible for responding to special CHRIS MC-related requests on behalf of their organization
- Serves as the primary point of contact for MC concerns from local staff
- Notifies the CHRIS project staff of any changes in access for CHRIS users in the organizational unit
- Assures site participation on Corporate project teams

Training Administration Point of Contact

- Serves as the official TA site representative and liaison on any upgrade efforts and for implementing new modules of CHRIS
- Disseminates CHRIS-related information, i.e. TA bulletins, and ensuring that local site TA staff is kept apprised of all CHRIS initiatives and activities
- Receives all information from the CHRIS Corporate staff regarding CHRIS activities
- Serves as the official TA site representative to ensure that data integrity issues are resolved (e.g., DISCAS interface and course session closeout issues)
- Responsible for responding to special CHRIS-related requests on behalf of their organization
- Serves as the primary point of contact for training processing questions and concerns from local TA staff
- Notifies the CHRIS project staff of any changes in access for CHRIS users in the organizational unit
- Assures site participation on Corporate project teams

Workflow Point of Contact

- Responsible for developing the organizational unit=s initial workflow process and subsequent modifications to the process and other aspects related to the maintenance of the organizational unit=s set-up table (i.e., including increases or decreases in the number of steps, changes in roles, etc.).
- Provides information to designated CHRIS users on how to acquire, complete and submit CHRIS Workflow User ID Request forms; and certifies these completed forms to the Department=s CHRIS Security Officer
- Designates individual employees of the organizational unit to serve as sponsors (for CHRIS access purposes) for Federal employees detailed from other agencies to work for DOE. Assures that detailees from other Federal agencies are provided with new sponsors when their current sponsor leaves DOE.
- Serves as the focal point for inquiries from his/her organizational unit regarding the workflow process (or related issues).
- Responsible for notifying the CHRIS project staff of any changes in access for CHRIS users in the organizational unit.
- Acts as a clearinghouse by disseminating workflow information to employees, managers and technical staff in his/her organizational unit.
- Performs a variety of related services including briefings, training and/or orientations for new users and other individuals in the organizational unit, and testing new enhancements to the workflow process.
- Represents the best interests of his/her organizational unit by exploring the need for new workflow features, modifications and/or services and providing recommendations to the CHRIS project staff.